REPORTS INVENTORY

			CONTROL NO.
PREPARE IN DUPLICATE			DDP – 129

25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
☐ INFORMATION	X	STATISTICAL	
		NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE	X	Operations Support	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Monthly	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Print-Out	X	YES	IF YES GIVE ADP PROCESSING NO.
		NO	C/TSD☐ 25X1

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
TSD☐	N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$14,875.00

B. COSTS OF COMPUTER PRODUCED REPORTS

									$2,974.00

TOTAL COSTS PER YEAR	$17,849.00

25X1

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS ☐ OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
October 19		

FORM 142		Classification